

## **1. INTRODUCTION AND GENERAL INFORMATION**

### **1.1 Introduction:**

- 1.1.1 The purpose of this Request For Bid (RFB) is to solicit competitive sealed bids from bidders to provide vehicle/equipment disposal duties for MoDOT's ten district offices (see page 20) in accordance with the requirements stated herein. Each bid must be mailed in a sealed envelope to the RFB Coordinator indicated below. Bids can also be hand-delivered in a sealed envelope to the RFB Coordinator. All questions regarding the RFB shall be submitted to Warren Blanchard. Bids must be returned no later than 2:00 p.m., CST, October 20, 2010.

#### **RFB Coordinator**

**Warren Blanchard, Senior General Services Specialist  
Missouri Department of Transportation  
General Services, Fleet Unit  
P.O. Box 270  
830 MoDOT Drive  
Jefferson City, MO 65102**

**Phone: 573-526-2529**

**E-mail: [warren.blanchard@modot.mo.gov](mailto:warren.blanchard@modot.mo.gov)**

**1.2 General Information:**

1.2.1 Organization – This document, referred to as a Request for Bid (RFB), is divided into the following parts:

- 1) Introduction and General Information
- 2) Scope of Work
- 3) Bid Submission
- 4) Pricing Sheet(s)
- 5) Exhibits

## 2. SCOPE OF WORK

### 2.1 General Requirements:

- 2.1.1 The bidder shall provide vehicle/equipment disposal duties on an as needed, if needed basis for the Missouri Department of Transportation's (MoDOT) ten district locations (see page 20), in accordance with the provisions and requirements stated herein.
- 2.1.2 Unless otherwise specified herein, the bidder shall furnish all material, labor, facilities, equipment, and supplies necessary to provide the deliverables required herein.

### 2.2 Specific Requirements:

#### 2.2.1 Internet Disposal

*(i.e. equipment/vehicles remain on MoDOT property until they are sold)*

- 2.2.2 Bidder is to advertise vehicles/equipment being offered for sale (all MoDOT surplus vehicles/equipment must be offered to the public; they cannot be sold on private auction sites)
- 2.2.3 All internet disposal sales of vehicles/equipment are deemed to be "as is/where is".
- 2.2.4 The bidder shall provide the following information electronically, via Microsoft Excel spreadsheet, within three (3) business days from date of sale. This spreadsheet shall be submitted to the following:

[Aaron.Utrecht@modot.mo.gov](mailto:Aaron.Utrecht@modot.mo.gov) and [Stephen.Dickneite@modot.mo.gov](mailto:Stephen.Dickneite@modot.mo.gov)

MoDOT#  
Make, Model, and Model Year  
Vehicle Identification Number (VIN#)  
Gross Sale Price (includes all fees, buyer premiums, etc...)  
Net Price (funds MoDOT will receive after all fees are deducted)  
Buyer Name  
Buyer Address  
Buyer Telephone #  
Buyer Email address  
Date Sold  
Copy of the Bill of Sale (if applicable)

- 2.2.4 Bidder shall submit payment to MoDOT (deducting all applicable fees prior) and include a copy of the surplus sale information identified above along with the payment prior to MoDOT releasing possession of the vehicle/equipment to Buyer or Buyer's Representative, as provided for herein.
- 2.2.5 Bidder shall require the Buyer to contact the MoDOT District Disposal Coordinator (Page 20) to arrange a time to pick up the item (s) purchased.

- 2.2.6 The Buyer will make all arrangements and perform all work necessary, including packing, loading and transportation of the vehicles/equipment. Under no circumstances will the Missouri Department of Transportation assume responsibility for packing, loading or shipping. Vehicles/equipment may be removed between the hours of **9:00a.m. and 2:00p.m., Monday through Friday**, excluding legal, federal and Missouri state holidays.
- 2.2.7 Before releasing a unit to the Buyer or authorized representative, MoDOT will require the following:  
Proof of Identification  
Proof of Purchase (copy of receipt or Bill of Sale)
- 2.2.8 It is the bidder's responsibility to ensure all MoDOT requirements are communicated to and complied by the Buyer or the Buyer's authorized representative.
- 2.2.9 If a Buyer's representative arrives to pick up the vehicle/equipment, he/she must provide the following before the item will be released:  
Proof of Identification  
Proof of Purchase (copy of receipt or Bill of Sale)  
Proof of Authority of Representation from the Buyer in a form acceptable to MoDOT. Any such authority shall specifically describe the exact vehicle/equipment that is being released. (Vin#, make, model, etc..)  
This authorization must be notarized.
- 2.2.10 MoDOT representative will sign the Certificate of Title (if applicable) and fill in the sale information and odometer reading upon the release of the vehicle/equipment.

**Auction Facility Disposal**

*(i.e. vehicles/equipment are removed from MoDOT property and delivered to the bidder's place of business to be sold during a live auction)*

- 2.3.0 The bidder shall receive the following from MoDOT:
- Unit Condition Report providing mechanical and appearance condition (if not provided by bidder)
  - Reserve Price (if applicable)
  - Date vehicles/equipment will be available for sale
- 2.3.1 MoDOT and the bidder shall make arrangements to deliver the vehicles/equipment to the Dealer Site. MoDOT reserves the right, in its sole discretion, to direct the bidder to pick up vehicles/equipment from a MoDOT facility for transport to the auction facility site. If MoDOT exercises this right, the bidder shall comply with all the terms and conditions governing the transportation of the vehicles/equipment to the auction site as specified by MoDOT to the bidder at the time the transportation arrangement are made between MoDOT and the bidder.

- 2.3.2 Bidder is to advertise vehicles/equipment items being offered for sale. All MoDOT vehicles/equipment surplus items must be offered to the public; they cannot be sold on private auction sites.
- 2.3.3 Signing of titles of vehicles/equipment, when applicable, will be the responsibility of MoDOT. MoDOT, in its sole discretion, reserves the right to delegate this responsibility to the bidder upon the bidder's agreement as such agreement shall be documented in writing in delegation documents prepared by MoDOT and provided to the bidder. If the responsibility to sign the title is assigned by MoDOT to the bidder, the bidder shall not sign title and shall not release possession of the vehicle/equipment to the buyer until the bidder has completed the transfer of funds on the payment method used by the buyer and has collected available funds on such payment.
- 2.3.4 The bidder shall provide the following information electronically, via Microsoft Excel spreadsheet, within three (3) business days from date of sale. This spreadsheet shall be submitted to the following:

[Aaron.Utrecht@modot.mo.gov](mailto:Aaron.Utrecht@modot.mo.gov) and [Stephen.Dickneite@modot.mo.gov](mailto:Stephen.Dickneite@modot.mo.gov)

MoDOT#  
Make, Model, and Model Year  
Gross Sale Price (includes all fees, buyer premiums, etc...)  
Net Price (funds MoDOT will receive after all fees are deducted)  
Buyer Name  
Buyer Address  
Buyer Telephone #  
Buyer Email address  
Date Sold  
Copy of the Bill of Sale (if applicable)

- 2.3.5 Bidder shall submit payment due to MoDOT (sales proceeds less all applicable fees) and include a copy of the information above along with the payment. Payment shall be made to MoDOT no more than 15 calendar days after bidder collects the funds from the buyer's payment method.
- 2.3.6 The length of time MoDOT vehicles/equipment remain at a bidder's auction facility is to be negotiated on a case-by-case basis between MoDOT and the bidder.

## **2.4 Other Contractual Requirements:**

- 2.4.1 Contract Period - The contract shall commence from the date of award until October 31, 2012 with up to three (3) one-year renewal option periods. If the option for renewal is exercised by MoDOT, the bidder shall agree to all terms and conditions of the RFB and all subsequent amendments. Renewal options are at the sole discretion of MoDOT.
- 2.4.2 Escalation Clause - In the event the bidder requests a price increase during the contract period (original contract period or contract renewal period), the bidder must provide a written request and documentation justifying the need for a price increase, and the amount of such price increase. MoDOT will review the bidder's written request and documentation, and decide if a price increase is to be granted at that particular time. The bidder shall understand and agree that MoDOT's decision shall be final and without recourse.
- a. No price increase shall be granted during the first 3 months of the original contract period, or if applicable, first 3 months of a contract period for a renewal.

2.5.2 **Non-employment of Unauthorized Aliens:** Pursuant to Section 285.530, RSMo., no business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri. As a condition for the award of any contract or grant in excess of five thousand dollars by the State or by any political subdivision of the State to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall:

1. By sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. E-Verify is an example of a federal work authorization program. The business entity must affirm its enrollment and participation in the E-Verify federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by providing acceptable enrollment and participation documentation consisting of **completed** copy of the E-Verify Memorandum of Understanding (MOU). For business entities that are not already enrolled and participating in a federal work authorization program, E-Verify is available at [http://www.dhs.gov/xprevprot/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm).
2. By sworn affidavit, affirm that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. A copy of the affidavit referenced herein is provided within this document, attached as Exhibit G.

**(L) Proof of Lawful Presence For Sole Proprietorships and Partnerships:** If the business entity is a sole proprietorship or partnership, pursuant to Section 208.009, RSMo., each sole proprietor and each general partner shall provide affirmative proof of lawful presence in the United States. Such sole proprietorship or partnership is eligible for temporary public benefits upon submission by each sole proprietor and general partner of a sworn affidavit of his/her lawful presence on the United States until such lawful presence is affirmatively determined, or as otherwise provided by Section 208.009, RSMo. A copy of the affidavit reference herein is provided within this document, attached as Exhibit H.

## **BID SUBMISSION**

### **3.1 Bid Submission Information:**

3.1.1 All bids must be received in a sealed envelope clearly marked “**3-101020WB Equipment Disposal**”.

- a. Product information, brochures, etc. should be sent electronically to the MoDOT buyer’s e-mail address provided on page 1 of the document.

3.1.2 All bids must be received at the following address no later than October 20, 2010 at 2:00 p.m., CST.

Missouri Department of Transportation  
Fleet Division  
Attn: Warren Blanchard  
PO Box 270  
830 MoDOT Drive  
Jefferson City, MO 65102

3.1.3 The bidder may withdraw, modify or correct his bid after it has been deposited with MoDOT provided such request is submitted in writing and received at the location designated for the bid opening prior to the time specified for opening bids. Such a request received as specified will be attached to the bid and the bid will be considered to have been modified accordingly. No bid may be modified after the time specified for the opening of bids.

3.1.4 Open Competition / Request For Bid Document:

- a. It shall be the bidder's responsibility to ask questions, request changes or clarification, or otherwise advise MoDOT if any language, specifications or requirements of an RFB appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFB to a single source. Any and all communication from bidders regarding specifications, requirements, competitive bid process, etc., must be directed to the buyer from MoDOT, unless the RFB specifically refers the bidder to another contact. Such communication should be received at least three (3) working days prior to the official bid opening date.
- b. Every attempt shall be made to ensure that the bidder receives an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all bidders will be advised, via the issuance of an amendment to the RFB, of any relevant or pertinent information related to the procurement. Therefore, bidders are advised that unless specified elsewhere in the RFB, any questions received less than three (3) working days prior to the RFB opening date may not be answered.
- c. Bidders are cautioned that the only official position of the MoDOT is that which is issued by MoDOT in the RFB or an amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
- d. MoDOT monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among bidders, price-fixing by bidders, or any other anticompetitive conduct by bidders which appears to violate state and federal antitrust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.

- 3.1.5 Contract Award – This is a Multiple Award bid and contracts will be awarded to the bidders that meet the requirements from section 2.2 through paragraph 2.3.5 of this document (Pages 3-5).
- 3.1.6 ***NOTE:*** The bidder must be in compliance with the laws regarding conducting business in MoDOT and as indicated in the Terms and Conditions. Within ten (10) business days of notification, the bidder will need to provide a copy of his/her Missouri Secretary of State’s “Certificate of Good Standing” prior to the issuance of any contract or initial purchase order by MoDOT.



**Pricing Page**

**Item # 1 Vehicles/Equipment Disposal Services, NET PRICE** to any District in the State of Missouri, in care of the District General Services Manager (See page 20).

	DESCRIPTION	Price
	Preparation/detail of on-road vehicles/equipment, if applicable	
	Preparation/detail of off-road vehicles/equipment, if applicable	
	Marketing/advertising of vehicles/equipment, if applicable	
	Fee for transporting on-road vehicles/equipment to auction facility	
	Fee for transporting off-road vehicles/equipment to auction facility	
	Fee for combination Internet/Live Auction, if applicable	
	Fee for condition reports for sales at auction facility sites	
	Commission fee for on-road vehicles/equipment	
	Commission fee for off-road vehicles/equipment	
	<i>Please list any bidder-recommended options relevant to this operation. Use additional sheets if necessary.</i>	
<b>Option 1</b>		
<b>Option 2</b>		
<b>Option 3</b>		

Please submit a complete list of duties/services with detailed pricing information your company would be willing to provide. Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all duties/services options available in your data book or pricing guides.

**% discount off MSRP for all Data Book or Pricing Guide Options: - % Discount**\_\_\_\_\_

**Exhibit A**

**ANTI-COLLUSION STATEMENT**

STATE OF \_\_\_\_\_ )  
 ) SS.  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_ being first  
duly sworn, deposes and says that he is \_\_\_\_\_  
Title of Person Signing  
of \_\_\_\_\_  
\_\_\_\_\_  
Name of Bidder

that all statements made and facts set out in the bid for the above project are true and correct; and that the bidder (The person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such bid or any contract which may result from its acceptance.

**Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the above project.**

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

**Exhibit B**

**PREFERENCE IN PURCHASING PRODUCTS**

DATE: \_\_\_\_\_

The bidders attention is directed to Section 34.076 RSMo 2000 which gives preference to Missouri corporations, firms, and individuals when letting contracts or purchasing products.

Bids/Quotations received will be evaluated on the basis of this legislation.

**All vendors submitting a bid/quotation must furnish ALL information requested below.**

**FOR CORPORATIONS:**

State in which incorporated: \_\_\_\_\_

**FOR OTHERS:**

State of domicile: \_\_\_\_\_

**FOR ALL VENDORS:**

List address of Missouri offices or places of business:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THIS SECTION MUST BE COMPLETED AND SIGNED:**

**FIRM NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**BY (signature required):** \_\_\_\_\_

**Federal Tax I.D. #:** \_\_\_\_\_ **if no Federal Tax I.D. # - list Social Security #:** \_\_\_\_\_

NOTE: For bid to be considered, the "Preference in Purchasing Products" form must be on file in the General Services (Procurement) Division and must be dated in the current calendar year.

**Exhibit D**

**SIGNATURE AND IDENTITY OF BIDDER**

The undersigned states that the correct LEGAL NAME and ADDRESS of (1) the individual Bidder, (2) each partner or joint venture (whether individuals or corporations, and whether doing business under a fictitious name), or (3) the corporation (with the state in which it is incorporated) are shown below; that (if not signing with the intention of binding himself to become the responsible and sole bidder) he is the agent of, and duly authorized in writing to sign for the Bidder or Bidders; and that he is signing and executing this (as indicated in the proper spaces below) as the proposal of a

( ) sole individual                                      ( ) partnership                                      ( ) joint venture

( ) corporation, incorporated under laws of state of \_\_\_\_\_

Dated \_\_\_\_\_.

Name of individual, all partners,  
or joint ventures:

Address of each:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

doing business under the name of:

Address of principal place of business in Missouri

\_\_\_\_\_  
(If using a fictitious name, show  
this name above in addition  
to legal names)

\_\_\_\_\_  
(If a corporation, show its name above)

ATTEST:                      (SEAL)

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Title

(NOTE: If the Bidder is doing business under a FICTITIOUS NAME, the Proposal shall be executed in the legal name of the individual, partners, joint ventures, or corporation, with the legal address shown, and REGISTRATION OF FICTITIOUS NAME filed with the Secretary of

State, as required by Sections 417.200 to 417.230, RS Mo. If the Bidder is a CORPORATION NOT ORGANIZED UNDER THE LAWS OF MISSOURI, it shall procure a CERTIFICATE OF AUTHORITY TO DO BUSINESS IN MISSOURI, as required by Section 351.570 and following, RS Mo. A CERTIFIED COPY of such Registration of Fictitious Name or Certificate of Authority to do Business in Missouri shall be filed with the Missouri Highways and Transportation Commission, as required by the Standard specifications, Sec 102.6.6 and 102.6.7.

**Exhibit E**

**Cooperative Procurement**

The Department is interested in assisting Missouri governmental entities, etc. in purchasing equipment, various materials, and supplies that meet the Missouri Department of Transportation specifications.

Each bidder is asked to indicate below whether they would be willing to offer equipment disposal duties listed in the attached "Request for Bid" for sale to these local political entities at the same bid price offered to this Department.

It is understood the Department will not issue purchase orders, accept delivery nor make payment for these items ordered by any of these agencies. It is further understood the price is based on the equipment disposal duties meeting the Department requirements. Any added options, deletions, or extra freight costs would be negotiated between the local agency and the successful vendor.

Indicate below whether your company is willing to offer such cooperative purchasing for Missouri counties, cities or other political entities.

YES \_\_\_\_\_

NO \_\_\_\_\_

If the price varies throughout the state on Department bids because of different delivery destinations, please indicate the price f.o.b. your location that would be offered as described.

F.O.B. Location \_\_\_\_\_

Indicate the deadline date that orders will be accepted. \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

**Exhibit F**

**MISSOURI SERVICE-DISABLED VETERAN BUSINESS PREFERENCE**

By virtue of statutory authority, RSMo 34.074, a preference will be given all contracts for the performance of any job or service to service-disabled veteran business either doing business as Missouri firms, corporations, or individuals; or which maintain Missouri offices or places of business, when the quality of performance promised is equal or better and the price quoted is the same or less or whenever competing bids, in their entirety, are comparable.

Definitions:

**Service-Disabled Veteran** is defined as any individual who is disabled as certified by the appropriate federal agency responsible for the administration of veterans' affairs.

**Service-Disabled Veteran Business** is defined as a business concern:

- a. Not less than fifty-one (51) percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than fifty-one (51) percent of the stock of which is owned by one or more service-disabled veterans; and
- b. The management and daily business operations of which are controlled by one or more service-disabled veterans.

If a bidder meets the definitions of a service-disabled veteran and a service-disabled veteran business as defined in 34.074 RSMo and is either doing business as a Missouri firm, corporation, or individual; or maintains a Missouri office or place of business, the bidder **must** provide the following with the bid in order to receive the Missouri service-disabled veteran business preference over a non-Missouri service-disabled veteran business when the quality of performance promised is equal or better and the price quoted is the same or less or whenever competing bids, in their entirety, are comparable:

- a. A copy of a letter from the Department of Veterans Affairs (VA), or a copy of the bidder's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty) from the branch of service the bidder was in, stating that the bidder has a service-connected disability rating ranging from 0 to 100% disability; and
- b. A completed copy of this exhibit

(NOTE: For ease of evaluation, please attach copy of the above-referenced letter from the VA or a copy of the bidder's discharge paper to this Exhibit.)

By signing below, I certify that I meet the definitions of a service-disabled veteran and a service-disabled veteran business as defined in 34.074 RSMo and that I am either doing business as a Missouri firm, corporation, or individual; or maintain Missouri offices or places of business at the location(s) listed below.

Veteran Information

Business Information

---

Service-Disabled Veteran's Name, (Please Print)

---

Service-Disabled Veteran Business Name

---

*Service-Disabled Veteran's Signature*

---

Missouri Address of Service-Disabled Veteran  
Business

---

**Exhibit G**

**ANNUAL WORKER ELIGIBILITY VERIFICATION AFFIDAVIT**  
(for joint ventures, a separate affidavit is required for each business entity)

STATE OF \_\_\_\_\_ )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me appeared \_\_\_\_\_,  
Affiant name  
personally known to me or proved to me on the basis of satisfactory evidence to be a person whose name is subscribed to this affidavit, who being by me duly sworn, stated as follows:

- I, the Affiant, am of sound mind, capable of making this affidavit, and personally certify the facts herein stated, as required by Section 285.530, RSMo, to enter into any contract agreement with the state to perform any job, task, employment, labor, personal services, or any other activity for which compensation is provided, expected, or due, including but not limited to all activities conducted by business entities.

- I, the Affiant, am the \_\_\_\_\_ of \_\_\_\_\_, and I am duly authorized,  
title business name  
directed, and/or empowered to act officially and properly on behalf of this business entity.

- I, the Affiant, hereby affirm and warrant that the aforementioned business entity is enrolled in a federal work authorization program operated by the United States Department of Homeland Security, and the aforementioned business entity shall participate in said program to verify the employment eligibility of newly hired employees working in connection with any services contracted by the Missouri Highways and Transportation Commission (MHTC). I have attached documentation to this affidavit to evidence enrollment/participation by the aforementioned business entity in a federal work authorization program, as required by Section 285.530, RSMo.

- I, the Affiant, also hereby affirm and warrant that the aforementioned business entity does not and shall not knowingly employ, in connection with any services contracted by MHTC, any alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. § 1324a(h)(3).

- I, the Affiant, am aware and recognize that, unless certain contract and affidavit conditions are satisfied pursuant to Section 285.530, RSMo, the aforementioned business entity may be held liable under Sections 285.525 through 285.550, RSMo, for subbidders that knowingly employ or continue to employ any unauthorized alien to work within the state of Missouri.



• I, the Affiant, acknowledge that I am signing this affidavit as a free act and deed of the aforementioned business entity and not under duress.

\_\_\_\_\_  
Affiant Signature

Subscribed and sworn to before me in \_\_\_\_\_, \_\_\_\_\_, the day and year first above-written.  
city (or county) state

\_\_\_\_\_  
Notary Public

My commission expires:

**Exhibit H**

**APPLICANT AFFIDAVIT FOR SOLE-PROPRIETORSHIP OR PARTNERSHIP**

(a separate affidavit is required for each owner and general partner)

STATE OF \_\_\_\_\_ )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instruments, who being by me duly sworn, deposed as follows:

My name is \_\_\_\_\_, and I am of sound mind, capable of making this affidavit, and personally certify the facts herein stated, as required by Section 208.009, RSMo, for failure to provide affirmative proof of lawful presence in the United States of America:

I am the owner or partner of business name, which is applying for a public benefit (grant, contract, and/or loan) administered/provided by the Missouri Highways and Transportation Commission (MHTC), acting by and through the Missouri Department of Transportation (MoDOT).

I am classified by the United States of America as: (check the applicable box)

- ☐ a United States citizen.
- ☐ an alien lawfully admitted for permanent residence.

I am aware that Missouri law provides that any person who obtains any public benefit by means of a willfully false statement or representation, or by willful concealment or failure to report any fact or event required to be reported, or by other fraudulent device, shall be guilty of the crime of stealing pursuant to Section 570.030, RSMo, which is a Class C felony for stolen public benefits valued between \$500 and \$25,000 (punishable by a term of imprisonment not to exceed 7 years and/or a fine not more than \$5,000 – Sections 558.011 and 560.011, RSMo), and is a Class B felony for stolen public benefits valued at \$25,000 or more (punishable by a term of imprisonment not less than 5 years and not to exceed 15 years – Section 558.011, RSMo).

I recognize that, upon proper submission of this sworn affidavit, I will only be eligible for temporary public benefits until such time as my lawful presence in the United States is determined, or as otherwise provided by Section 208.009, RSMo.

I understand that Missouri law requires MHTC/MoDOT to provide assistance in obtaining appropriate documentation to prove citizenship or lawful presence in the United States, and I agree to submit any requests for such assistance to MHTC/MoDOT in writing.

I acknowledge that I am signing this affidavit as a free act and deed and not under duress.

\_\_\_\_\_  
Affiant Signature

\_\_\_\_\_  
Affiant's Social Security Number or  
Applicable Federal Identification Number

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires:

**MoDOT District Contact Information**

Missouri Department of Transportation  
District 1 Garage  
3602 N. Belt Highway  
St. Joseph, Missouri 64502  
Maint & Traffic Eng, **Koelle Barbour**  
[Koelle.barbour@modot.mo.gov](mailto:Koelle.barbour@modot.mo.gov)  
816-387-2446

Missouri Department of Transportation  
District 2 Garage  
902 N. Missouri St.  
Macon, Missouri 63552  
General Services Manager, **Joseph Hinton**  
[joseph.hinton@modot.mo.gov](mailto:joseph.hinton@modot.mo.gov)  
660-385-8240

Missouri Department of Transportation  
District 3 Garage  
Highway 61 South  
Hannibal, Missouri 63401  
Asst Dist Maint & Traffic Engr, **Jason Shafer**  
[jason.shafer@modot.mo.gov](mailto:jason.shafer@modot.mo.gov)  
573-406-2929

Missouri Department of Transportation  
District 4 Garage  
2050 N.E. Independence.  
Lee Summit Missouri 64064  
General Services Manager, **Chad Foley**  
[chad.foley@modot.mo.gov](mailto:chad.foley@modot.mo.gov)  
816-622-0053

Missouri Department of Transportation  
District 5 Garage  
830 MoDOT Drive  
Jefferson City, Missouri 65101  
General Services Manager, **Coleen Welter**  
[coleen.welter@modot.mo.gov](mailto:coleen.welter@modot.mo.gov)  
573-751-3660

Missouri Department of Transportation  
General Services Complex  
830 MoDOT Drive  
Jefferson City, Missouri 65109  
General Services Manager, **Jeannie Wilson**  
[jeannie.wilson@modot.mo.gov](mailto:jeannie.wilson@modot.mo.gov) 573-526-1199

Missouri Department of Transportation  
District 6 Garage  
2309 Barrett Station Rd.  
Ballwin, Missouri 63021  
General Services Manager, **Scott Boyer**  
[scott.boyer@modot.mo.gov](mailto:scott.boyer@modot.mo.gov)  
314-301-1422

Missouri Department of Transportation  
District 7 Garage  
3901 East 32<sup>nd</sup> Street  
Joplin, Missouri 64804  
General Services Manager, **John Sinclair**  
[john.sinclair@modot.mo.gov](mailto:john.sinclair@modot.mo.gov)  
417-621-6350

Missouri Department of Transportation  
District 8 Garage  
3025 E. Kearney  
Springfield, Missouri 65804  
General Services Manager, **Brad Leonard**  
[bradley.Leonard@modot.mo.gov](mailto:bradley.Leonard@modot.mo.gov)  
417-895-7700

Missouri Department of Transportation  
District 9 Garage  
3956 East Main  
Willow Springs, Missouri 65793  
General Services Manager, **Jacky Traw**  
[jacky.traw@modot.mo.gov](mailto:jacky.traw@modot.mo.gov)  
417-469-9041

Missouri Department of Transportation  
District 10 Garage  
201 N. Main  
Sikeston, Missouri 63801  
General Services Manager, **Mike Helpingstine**  
[michael.helpingstine@modot.mo.gov](mailto:michael.helpingstine@modot.mo.gov)  
573-472-5312